

# Narrative Statement Supplemental Form

## HR (Visa Support) Assistant, FSN-07/FP-07

**Name:**

**Date:**

**INSTRUCTIONS:** Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position.

<i><b>Qualification requirements</b></i>	<i><b>My qualifications and how they meet the vacancy announcement requirements.</b></i>
Completion of High School is required.	
Two years of HR- related experience is required.	
Level 4 (Fluency) in written and spoken English is required. Level 4 (Fluency) in written and spoken Russian is required. Level 3 (Good Working Knowledge) in written and spoken Tajik is required. Language proficiency will be tested.	
Good working knowledge of fundamental Human Resources management laws, policies, and practices is required.	
Knowledge of Tajik visa processing and accreditation are required.	
Oral and written communication skills sufficient to formulate and present arguments and advisory opinions are required.	